UK

USER MANUAL

VELA HipHop™

WWW.VELA.EU

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1.0 INTRODUCTION

DEAR CUSTOMER
We would like to thank you for purchasing a VELA Hip Hop. We are sure that it will continue to give you pleasure well into the future. The directions for use contain useful information about positioning, operating, maintenance and technical data, etc.

This user manual applies to the VELA Hip Hop 100, VELA Hip Hop 300 and VELA Hip Hop 300E.

IMPORTANT
Please read this user manual thoroughly and keep it in a safe place for later use. It must always be available to the user. This user manual must always accompany the chair.

The user manual can also be found on VELA's website: **www.vela.eu**

If you have any questions, please contact VELA's distributor in your country.
You can also find information about the VELA Hip Hop range on VELA's website: **www.vela.eu**

VELA reserves the right to make changes to this manual.

Vermund Larsen A/S
VELA
Goeteborgvej 12
DK-9200 Aalborg
Denmark
www.vela eu

1.1 SAFETY

This chair bears the CE mark and conforms to all applicable EU rules. The chair is manufactured by VELA, Vermund Larsen A/S, Goeteborgvej 12, 9200 Aalborg SV, Denmark.

The VELA Hip Hop is a Class A chair designed for chair-bound, moderately disabled children.

1.1.1 GUARANTEE

VELA provides guarantee in accordance with the Sale of Goods Act. The guarantee only applies when using original spare parts and accessories, as well as only to adjustments carried out by authorised service technicians.

VELA does not accept responsibility for damage or injury to the product or user, which have arisen due to:

- Transportation
- Misuse
- General wear and tear
- Erroneous use
- Use of non-original spare parts and accessories
- Adjustments carried out by unauthorised service technicians

1.1.2 UNPACKING THE CHAIR

The VELA Hip Hop is supplied in cardboard packaging, which is developed taking into consideration the environment and user-friendliness.

If there are parts missing or transport damage to the chair, please contact VELA immediately. You must not try to repair any damage yourself or use the chair.

The box in which the chair is delivered must contain:

VELA HIP HOP 100

- 1 chair
- This user manual
- Any extra accessories
- Tools

VELA HIP HOP 300

- 1 chair
- This user manual
- Any extra accessories
- Tools

VELA HIP HOP 300E

- 1 chair
- This user manual
- Any extra accessories
- Tools

IMPORTANT:
Ensure the removable parts are regularly tightened by an adult.

1.2 MAINTENANCE OF THE VELA HIP HOP

We recommend your VELA Hip Hop undergoes an annual service to find, for example, defective and worn parts. Furthermore, it is important to see whether the child has grown and therefore need a larger model or modification of any accessories. Ensure the removable parts are regularly tightened by an adult.

1.2.1 WHEELS

It is recommended that the wheels be checked at regular intervals to remove possible thread remnants, etc.

1.2.2 FRAME

Wash with lukewarm water, possibly with a little PH neutral dishwashing liquid added.

1.2.3 UPHOLSTERY

As a standard, the upholstery is micro fibre, which is very resistant to soiling. A purchased incontinence cover can be washed in the washing machine on the wool cycle.

1.2.4 STAIN REMOVAL

A golden rule: Always remove the stain as quickly as possible.
Always use a clean, white cotton cloth and use only small amounts of cleaning agent at a time.

1.2.4.1 BLOOD

Blood can be washed off with cold water. If this does not help, then add a little PH neutral dishwashing liquid.

1.2.4.2 INK

Remove as much as possible with blotting paper. Clean with 20% denatured alcohol. Subsequently wash with water, possibly adding a little PH neutral dishwashing liquid.

1.2.4.3 CHOCOLATE, GREASE AND SWEETS

Wash with lukewarm water, possibly adding a little PH neutral dishwashing liquid.

1.2.4.4 GRASS & VEGETABLES

Wash with lukewarm water, possibly adding a little PH neutral dishwashing liquid.

1.2.4.5 COFFEE, TEA & MILK

Remove as much as possible with blotting paper. Wash with water with PH neutral dishwashing liquid added.

1.2.4.6 BALLPOINT PEN & COSMETICS

Clean with ethanol.

1.2.4.7 SHOE POLISH

Carefully dab with a cloth moistened with benzene or ethanol.

1.24.8 CANDLE WAX
Use a warm iron on absorbent paper. Clean with turpentine. Dab with lukewarm water with a PH neutral dishwashing liquid added. See under chewing gum.

1.2.4.9 JAM, SYRUP, FRUIT & JUICE
Remove as much as possible with a spoon. Then wash with lukewarm water with a PH neutral dishwashing liquid added.

1.2.4.10 CHEWING GUM
Cool with ice-cubes in a plastic bag or a freezing element and then scrape off. Any remnants can be carefully removed with benzene.

1.2.4.11 URINE
Mix one part colourless vinegar with two parts water. Use a dry cloth under the seat cover before and during saturation of the stain. Remove the vinegar mixture by alternating with a dry and wet cloth.

1.2.4.12 WINE & SPIRITS
Remove as much as possible with blotting paper. Wash with water and PH neutral dishwashing liquid added and clean with diluted denatured spirits.

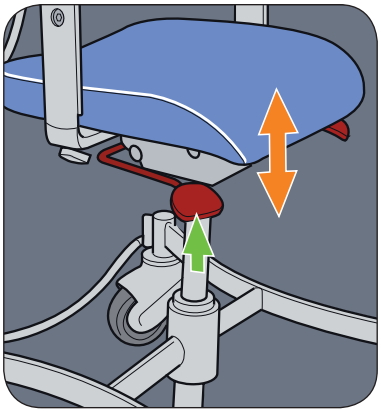
1.3 GENERAL GUIDELINES
To use the VELA Hip Hop correctly, please observe the following:

1.3.1 TRANSPORT
During transportation of the VELA Hip Hop, always remember to lock the chair. The chair must not be occupied during transport.

1.3.2 STABILITY AND BALANCE
The VELA Hip Hop is designed as an everyday chair to use at school or at home. It is intended for sedentary work and not as a wheelchair. All movement in the VELA Hip Hop have an impact on the placement of the centre of gravity. To increase the safety, we recommend:

- Maximum user weight is 60 kg; however the activity level is a significant factor. A person with very forceful movements using the chair should contact a sales consultant from VELA before purchase
- The height of the user: max. 145 cm
- Do not stand on the chair
- Do not stand on the footplate. It is only intended for getting on and off
- The chair is not intended as a wheelchair
- During transportation, the chair should always be locked

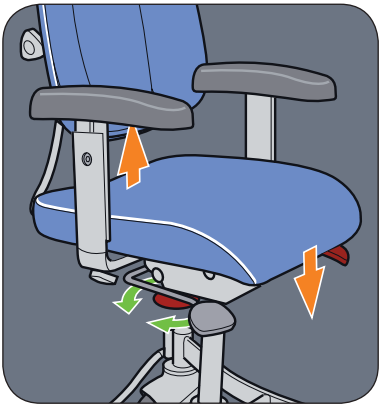
1.3.3 RECYCLING
Some of the chair's material can be recycled. Deliver the chair to VELA's distributor or your local recycling installation.



1.4 VELA HIP HOP 100

1.4.1 HEIGHT ADJUSTMENT

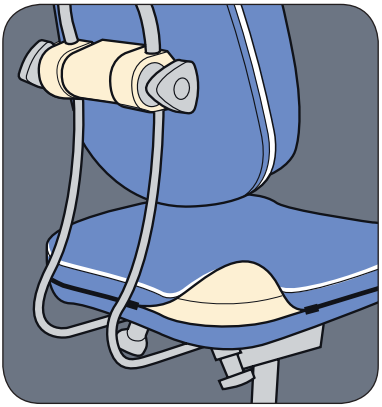
The height of the VELA Hip Hop 100 series can be adjusted using the gas springs. This is done by pulling on one of the small levers marked with an aeroplane.



1.4.2 SEAT

1.4.2.1 SEAT ANGLE

The angle of the seat is adjusted using the control lever under the seat.



1.4.2.2 COVER

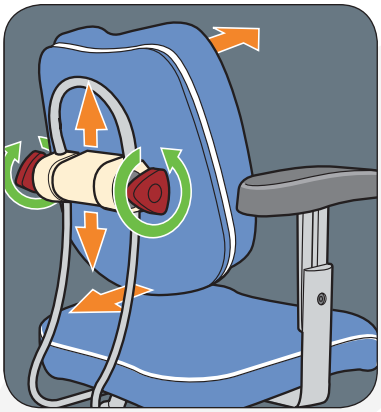
The cover cannot be removed, but can be zipped open for access to the comfort wedges. Refer also to other good tips on maintenance of the cover on page 6.

1.4.2.3 COMFORT WEDGES

The seat can be adjusted to suit the child by positioning the accompanying comfort wedges.

1.4.2.4 FOAM ZONE

Foam zones have been installed in the seat. This enables the chair to be adapted to individual requirements of the child. The foam zones can be turned between hard or soft zone.

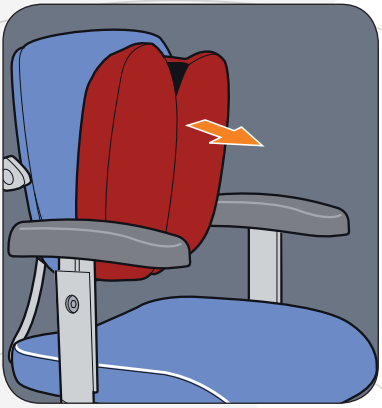


1.4.3 BACK-REST

1.4.3.1 BACK-REST ANGLE AND HEIGHT

The back-rest is angled with the help of two control levers fitted to the back. Both levers must be loosened in order to alter the angle of the back. Remember to tighten the levers afterwards.

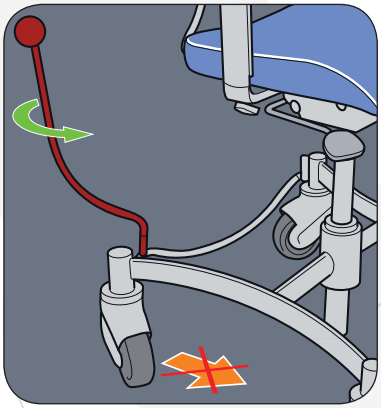
These levers are also used to adjust the height of the back-rest. Adjustment must always be done by an adult to ensure that the chair is safe to use.



1.4.3.2 REMOVABLE BACK-REST

The back-rest cushion can be removed and the cover washed on a wool cycle, max. 30 degrees. By using the zip on the back of the back-rest cushion, the upholstery can be reached for insertion of extra support if necessary.

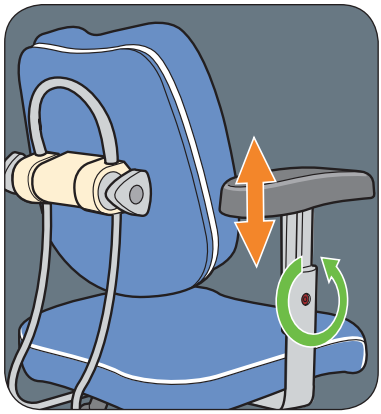
NOTE: This does not apply to the smallest chair in the series, the VELA Hip Hop 100 I and VELA Hip Hop 100E I. The back-rest cushion and cover on these smaller sized models cannot be removed.



1.4.3.3 BRAKE FUNCTION

The VELA Hip Hop has central brakes, which are activated with the help of the hand-brake to the right or left of the child. The brake can be moved from right to left by removing the rubber plug and placing the brake onto the other wheel. The hand-brake is pushed forwards in order to lock the wheels and backwards to unlock.

Please note, that the chair rools very easily, when it the brake is not locked and the user not are sitting in the chair.



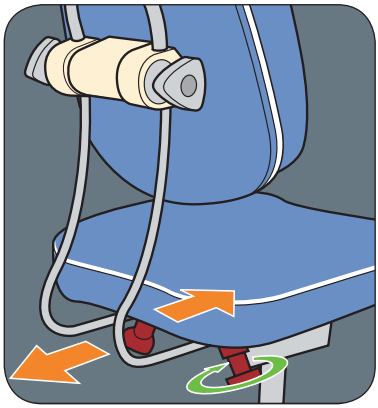
1.4.3.4 NECK SUPPORT

The neck support is adjusted by loosening the wing screws. Remember to tighten them again.

1.4.3.5 ARM RESTS

The height as well as the width of the arm rests can be adjusted. The height is adjusted by loosening the screw with the accompanying key. Remember to tighten them well again.

The width is set under the seat in the accessory groove by loosening the two screws and adjusting the metal rail which holds the arm rest. Remember to tighten the screws again with the accompanying tool.



1.4.4 SEAT

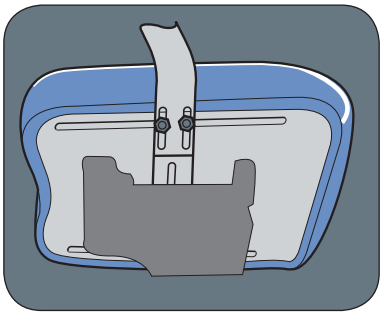
1.4.4.1 SEAT DEPTH

The depth of the seat can be adjusted with the help of the control levers placed under the rear edge of the seat, on the right side as well as on the left. Both levers must be loosened in order to adjust the placement of the back-rest. Remember to tighten the lever afterwards.

1.4.5 ACCESSORIE

As a standard, accessories are already fitted when delivered.

1.4.5.1 RE-FITTING OF ACCESSORIES:



- Side supports
- Braces and vest
- Thigh restraints

The two grooves can be re-fitted on each side of the base of the seat. The grooves are fitted using the following accessories:

1.4.5.2 FOOT AND ANKLE RESTRAINTS

These are re-fitted by placing the tape through the holes in the foot plate.

1.4.5.3 BODY SUPPORTS

Body supports are fixed into the back-rest like the neck support.

1.4.5.4 KNEE RESTRAINTS

Knee restraints are fitted by screwing them onto the fixture on the seat.

1.4.5.5 TABLE

The table is fixed onto the fixture on the arm rest.

1.4.5.6 PUSHING YOKE

The pushing yoke is an extra accessory.

1.4.5.7 FOOT SUPPORT

The foot support is an extra accessory for the VELA Hip Hop 100 series. The height of the foot plate can be adjusted by loosening the control lever, which is behind the foot plate. Remember to tighten it well afterwards.

1.4.6 TECHNICAL INFORMATION VELA HIP HOP 100

Seat:

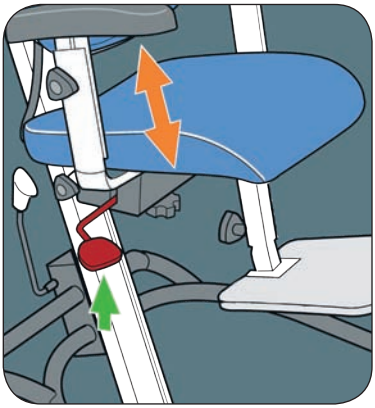
- Cover: polyester
- Plastic parts: PA6-GF

Frame:

- Powder coated steel

	VELA Hip Hop 100
Sitting height	38-48 cm, 43-58 cm 10 cm of height adjustment
Seat	27(w) x 30 cm, 32(w) x 35 cm 36(w) x 43 cm, 40(w) x 47 cm
Seat depth	25-30 cm, 30-35 cm 35-43 cm, 39-47 cm
Back	22(w) x 18 cm, 26(w) x 26 cm, 28(w) x 35 cm
Armrest	20 x 6 cm
Armrest height	10 - 22 cm
Armrest spacing	21-29 cm, 26-34 cm, 30-38 cm, 34-38 cm
Seat angle	-8° / +10°
Back angle	+/- 20°
Frame	53 x 55 cm
Weight	19 kg
Max. load	60 kg

1.5 VELA HIP HOP 300/300E



1.5.1 HEIGHT ADJUSTMENT

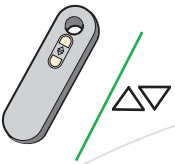
The height of the VELA Hip Hop 300 series can be adjusted either with the help of gas springs (VELA Hip Hop 300) or with the help of electricity (VELA Hip Hop 300E).

VELA HIP HOP 300

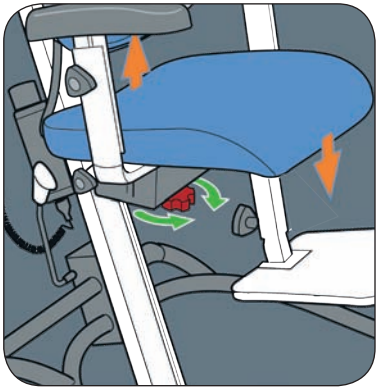
The height is adjusted by pressing the height adjustment lever, which is placed under the arm rest.

VELA HIP HOP 300E

The chairs comes with one of the two adjustments:
Remote control:
To raise the chair, press [+]. and to lower the chair, press [-].



Bottoms under the armrest
To raise the chair, press △ and to lower the chair, press ▽



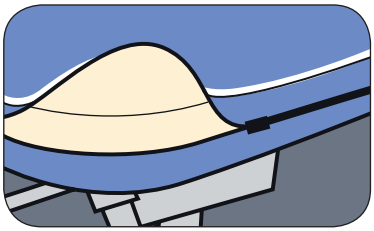
1.5.2 SEAT

1.5.2.1 SEAT ANGLE

The angle of the seat is adjusted by using the lever under the seat.

1.5.2.2 COVER

The cover cannot be removed, but can be zipped open so the comfort wedges can be reached. Refer also to good tips for maintenance of the cover on page 6.



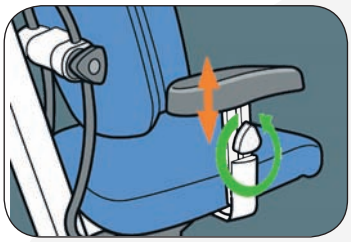
1.5.2.3 COMFORT WEDGES

The seat can be adjusted to suit the child by arranging the accompanying comfort wedges appropriately.

1.5.2.4 FOAM ZONE

Foam zones are installed in the seat. These enable the chair to be adjusted to suit the individual requirements of the child. The foam zones can be turned between hard or soft zone.

1.5.3 BACK-REST

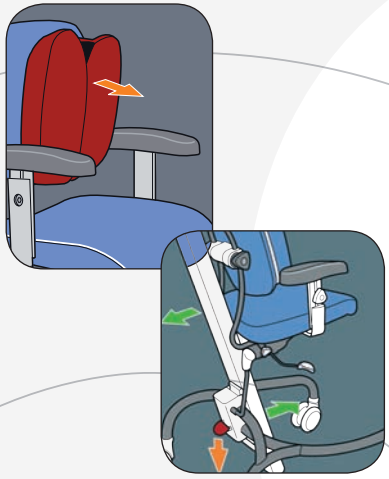


1.5.3.1 DEPTH OF THE BACK-REST

The depth of the back-rest can be adjusted by using the levers placed directly under the rear edge of the seat, on the right side as well as on the left. Both levers must be loosened in order to adjust the placement of the back-rest. Remember to tighten the levers afterwards.

1.5.3.2 ANGLING AND HEIGHT OF THE BACK-REST

The back-rest is angled by using the two levers fitted behind the back-rest. Both levers must be loosened in order to alter the angle of the back-rest. Remember to tighten the levers afterwards. These levers are also used to adjust the height of the back-rest.



1.5.3.3 REMOVABLE BACK-REST CUSHION

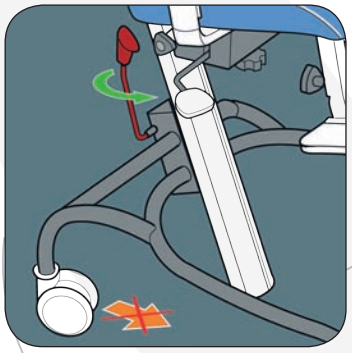
The back-rest cushion can be removed and the cover washed on a wool cycle, max. 30 degrees. By using the zip on the back of the back-rest cushion, the upholstery can be reached for insertion of extra support if necessary.

NOTE: This does not apply to the smallest chair in the series, the VELA Hip Hop 100 and VELA Hip Hop 100E .
The back-rest cushion and cover on these smaller sized models cannot be removed.

1.5.3.4 RESTING POSITION

The VELA Hip Hop 300 series provides the option for the child to rest in the chair. This is done by:

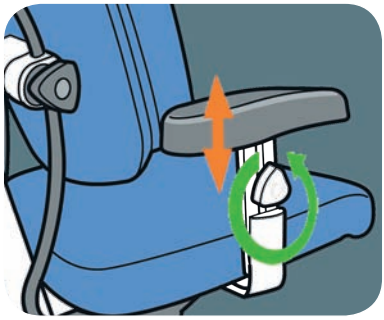
1. Locking the wheels
2. Step on the release pedal at the back of the column.
Four different positions can be selected.



IMPORTANT! Keep a good hold of the column in order to avoid the seat tipping too violently.
When changing the chair to and from the resting position, it is important to watch out for people near the chair.

1.5.3.5 BRAKE FUNCTION

VELA Hip Hop has central brakes on all four wheels, which are activated with the help of the hand-brake to the right of the child. The hand-brake is pushed forwards to lock the wheels and backwards to release them.

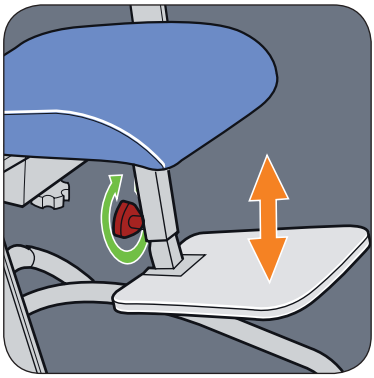


1.5.3.6 NECK SUPPORT

The neck support is adjusted by loosening the screws.

1.5.3.7 ARM REST

The height as well as the width of the arm rests can be adjusted. The height is adjusted by loosening the screw with the accompanying key. Remember to tighten it well again. The width is adjusted under the seat in the accessory groove by loosening the two screws and adjusting the metal rail, which holds the arm rest. Remember to tighten the screws with the accompanying tool.



1.5.3.8 PUSHING YOKE

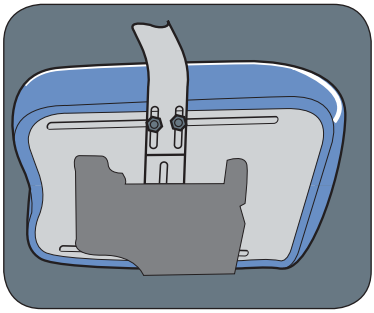
The height of the pushing yoke can be adjusted by loosening the lever. Remember to tighten it well afterwards.

1.5.3.9 FOOT SUPPORT

The foot support, which is standard equipment on the VELA Hip Hop 300 series, can be removed. The height of the foot plate can be adjusted by loosening the lever, which is behind the foot plate. Remember to tighten the lever again.

1.5.4 ACCESSORIES

As a standard, the accessories are already fitted when delivered.



1.5.4.1 RE-FITTING OF ACCESSORIES:

• Side supports

Sidesupport shall be placed on the armrest.

Loosen the screw on the outside of the armrest. Remove the inside plastic cover by removing the four screws.

Place the side supports on the inside of the armrest, and tightened the screw on the outside of the armrest again.

• Braces and vest & Thigh restraints

The two grooves are re-fitted on each side of the base of the seat. Re-fit the grooves using the following accessories:

1.5.4.2 FOOT AND ANKLE RESTRAINTS

These are re-fitted by placing the tape through the holes in the foot plate.

1.5.4.3 BODY SUPPORTS

Body supports are fixed to the back-rest like the neck support.

1.5.4.4 KNEE RESTRAINTS

Knee restraints are fitted by screwing them onto the fixture on the seat.

1.5.4.5 TABLE

The table is fixed onto the fixture on the armrest.

1.5.5 IMPORTANT INFORMATION REGARDING VELA HIP HOP 300E BATTERY

1.5.5.1 CHARGING THE BATTERY BOX

This should be charged daily. Take the battery out of the holder and place it into the charger., estimated charging time is 8 hurs. The battery has been recharged when the green lights glow constantly. The red light indicates that the battery is charged.

1.5.5.2 INSERTING THE BATTERY

The battery is inserted by placing it in the holder and turning it until it emits a low constant tone, which means that it is placed correctly.

1.5.5.3 CHARGING THE BATTERY

Daily charging is recommended. The charging unit is electronically controlled and can remain connected until the next time the chair is used.

1.5.5.4 WARNING REGARDING THE VELA HIP HOP 300E

This chair is only intended for 110V. The charging unit must not be exposed to moisture or water and it must not be covered. Keep children and pets away from the connected charging unit and only the accompanying original charging unit may be used.

1.5.6 TECHNICAL INFORMATION

Seat:

- Cover: polyester
- Plastic parts: PA6-GF

Frame:

- Powder coated steel

	VELA Hip Hop 300	VELA Hip Hop 300E
Sitting height	28 - 64 cm	26 - 64 cm
Seat	27(w) x 30 cm, 32(w) x 35 cm 36(w) x 43 cm, 40(w) x 47 cm	27(w) x 30 cm, 32(w) x 35 cm 36(w) x 43 cm, 40(w) x 47 cm
Seat depth	25-30 cm, 30-35 cm 35-43 cm, 39-47 cm	25-30 cm, 30-35 cm 35-43 cm, 39-47 cm
Back	22(w) x 18 cm, 26(w) x 26 cm 28(w) x 35 cm	22(w) x 18 cm, 26(w) x 26 cm 28(w) x 35 cm
Armrest	20 x 6 cm	20 x 6 cm
Armrest height	10 - 22 cm	10 - 22 cm
Armrest spacing	21-29 cm, 26-34 cm 30-38 cm, 34-38 cm	21-29 cm, 26-34 cm 30-38 cm, 34-38 cm
Footrest	22-32 cm, 27-43 cm	22-32 cm, 27-43 cm
Seat angle	-8° - +10°	-8° - +10°
Back angle	+/- 20°	+/- 20°
Resting position	24°	24°
Frame	55(w) x 73 cm	55(w) x 73 cm
Weight	24 kg	26 kg
Max. load	60 kg	60 kg

VELA · Goeteborgvej 12 · DK-9200 Aalborg SV · Tel: +45 9634 7600 · mail@vela.dk · www.vela.eu

HIPHOPbeUK01